

# UNIVERSITY OF MUMBAI

## Section 4 (1) (b) (ii)

### DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY

1. Powers and duties of the Officers of the University as mentioned in Maharashtra Universities Act, 1994

2. Duties and responsibilities assigned to non-teaching Employee as mentioned in the Standard Code 1984 of Maharashtra Government

Sr.No.	OFFICERS/ EMPLOYEES	DUTIES AND RESPONSIBILITIES
1.	The Chancellor	<p>Maharashtra University Act 1994, Section – 9, Sub section 1 to 6.</p> <p>(1) The Governor of Maharashtra, for the time being, shall be the Chancellor of every university and the Chancellor, by virtue of his office, shall be the Head of the university.</p> <p>(2) The Chancellor, when present, shall preside over the Convocation of the university and may issue direction to Vice-Chancellor to convene the meeting of any authority of the university for specific purposes, whenever necessary, and the Vice-Chancellor shall submit the minutes of such meeting to the Chancellor for his perusal.</p> <p>(3) The Chancellor .</p> <p>(a) shall, on receiving a reference from the State Government under the proviso to sub-section (4) of section 8 in such matter : or</p> <p>(b) may, in any matter suo motu or otherwise, call for a report or an explanation or such information and record relating to such matter or any matter or affairs of the university and shall, after considering such report or explanation, or information or record, issue such directions thereupon as may be deemed fit in the interest of the university or students or larger interest of the public and his directions shall</p>

		<p>be final and shall be complied with by the university forthwith. :</p> <p>(4) The Chancellor may, after taking report in writing form the Vice-Chancellor, suspend or modify any resolution, order or proceeding of any authority, body, committee or officer which, in his opinion, is not in conformity with this Act, Statutes, Ordinances, or Regulations made thereunder, or is not in the interest of the university and the university authority, body, committee and officer, shall comply with the same;</p> <p>Provided that, before making any, such order, the Chancellor shall call upon the university, authority, body, committee or, as the case may be, officer to show cause why such an order should not be made, and if any cause is shown, within the time fixed by the Chancellor, he shall consider the same and wherever he deems it necessary, after consulting the State Government, decide the action to be taken in the matter, and his decision shall be final.</p> <p>(5) Where, in the opinion of the Chancellor, the conduct of any elected or nominated or appointed or co-opted member is detrimental to the smooth functioning of university or any authority or body or committee, he may, after giving such member an opportunity to offer his explanation in writing and after considering such explanation, if any, and satisfying himself that it is necessary so to do disqualify such member or suspend him for such period as he may deem fit.</p> <p>(6) The Chancellor shall exercise such other powers and perform such other duties as may be conferred upon or vested in him by or under this Act.</p>
2.	The Vice Chancellor	<p>Maharashtra University Act 1994, Section – 14, Sub section 1 to 14.</p> <p><b>14.</b> (1) The Vice-Chancellor shall be the principal academic and executive officer of the university responsible for the development of academic programmes of the university. He shall oversee and monitor the administration of the academic</p>

		<p>programmes and general administration of the university to ensure efficiency and good order of the university.</p> <p>(2) He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body of the university, but shall not be entitled to vote thereat, unless he is the Chairman or member of that authority or body.</p> <p>(3) The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary so to do.</p> <p>(4) The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.</p> <p>(5) It shall be the duty of the Vice-Chancellor to ensure that the directives of the State Government if any and the provisions of the Act, Statutes, Ordinances and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, Ordinances or Regulations are properly implemented.</p> <p>(6) The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the provisions of the Act, Statutes, Ordinances and Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the, authority body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take the action as directed by the Chancellor and inform the authority, body or committee concerned accordingly.</p>
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		<p>Registrar and of the rank equivalent thereto and above.</p> <p>(11) As the Chairman of the authorities or bodies or committees of the university the Vice-Chancellor shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the Chancellor.</p> <p>(12) The Vice-Chancellor shall place before the Management Council a report of the work of the university periodically as provided under the Ordinances.</p> <p>(13) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon him by or under the Act.</p> <p>(14) (a) The Vice-Chancellor shall have the right to cause an inspection to be made by such person or persons or body of persons as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipments and of any institution, affiliated, conducted or autonomous college, hall or hostel maintained or recognised by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated college or recognised institutions; Provided that, the Vice-Chancellor shall, in the case of affiliated college or recognised institution, give notice to the management of such affiliated college or recognised institution of his intention to cause an inspection or an inquiry to be so made ;</p> <p>Provided further that, the management shall have right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry in made ;</p> <p>(b) after considering such representation, if any made, the Vice-Chancellor may</p>
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		<p>cause such inspection or inquiry to be made or may drop the same;</p> <p>(c) in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry;</p> <p>(d) the Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry;</p> <p>(e) the management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it;</p> <p>(f) where the management, does not, within the time fixed by the Vice-Chancellor, taken action to his satisfaction, the Vice-Chancellor shall place before the Management Council the inspection or inquiry report and explanation furnished or representation made by the management, for its consideration.</p>
3.	The Pro Vice Chancellor	<p>Maharashtra University Act 1994, Section – 13, Sub section 1 to 6.</p> <p><b>13.</b> (1) The Chancellor may, in consultation with the Vice-Chancellor, appoint a Pro-Vice-Chancellor for the university which has more than 150 affiliated colleges and recognised institutions.</p> <p>(2) The Pro-Vice-Chancellor shall be a person who has held the post of professor, or principal of a college or an institution with not less than 15 years teaching experience.</p> <p>(3) The term of Pro-Vice-Chancellor shall be co-terminus with the term of office of the Vice-Chancellor or till he attains the age of 60 years whichever is earlier.</p> <p>(4) The Pro-Vice-Chancellor shall be a full time salaried officer of the university, and the pay and allowances admissible to him as well as the terms and conditions of his service shall be such as determined by the State Government.</p> <p>(5) When the office of the Pro-Vice-Chancellor falls vacant or when the Pro-Vice-</p>

		<p>Chancellor is, by reasons of illness or absence or any other cause, unable to perform the duties of his office, the Chancellor, upon the recommendation of the Vice-Chancellor may appoint a suitable person qualified to be appointed as Pro-Vice-Chancellor to officiate as Pro-Vice-Chancellor, till the Pro-Vice-Chancellor resumes office, or a new Pro-Vice-Chancellor assumes duties as the case may be.</p> <p>(6) The provisions of Sub-section (13) of section 12 shall <i>mutatis mutandis</i> for removal of the Pro-Vice-Chancellor</p>
4.	The Registrar	<p>Maharashtra University Act 1994, Section – 16, Sub section 1 to 3.</p> <p><b>17.</b> (1) The Registrar shall be appointed by the Vice-Chancellor on the recommendation of a selection committee constituted for the purpose. Provided that, if the post has remained, vacant for a period of six months from the date the post has fallen vacant the State Government shall appoint, on deputation, a suitable person possessing the qualifications prescribed by the University Grants Commission to perform the duties of the Registrar for a period of not more than one year at a time and not more than three years in the aggregate or till the new Registrar is duly appointed by the Vice-Chancellor whichever is earlier.</p> <p>(2) The Registrar shall be the Chief Administrative Officer of the university. He shall be a full-time salaried officer and shall work directly under the superintendence, direction and control of the Vice-Chancellor.</p> <p>(3) Appointment of the Registrar shall be for a term of five years and he shall be eligible for re-appointment only one more term of five years. The qualifications and experience for the purpose of selection of the Registrar shall be as laid down by the University Grants Commission and approved by the State Government.</p> <p>(4) When the Registrar is, by reason of illness or absence or any other cause, unable to perform the duties of his office for a period not exceeding six months, the</p>

		<p>Vice-Chancellor shall appoint a suitable person to officiate as the Registrar until the Registrar resumes duty.</p> <p>(5) The Registrar shall act as Secretary of the Senate, Management Council, Academic Council and such other authorities, bodies and committees as prescribed by or under this Act.</p> <p>(6) The Registrar shall be the appointing and the disciplinary authority of the employees of the University other than the teachers, non-vacation academic staff and officers of the rank of Assistant Registrar and other officers holding posts equivalent thereto or above. An appeal by a person aggrieved by the decision of the Registrar may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor.</p> <p>(7) Subject to the decision of the authorities of the university, the Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the university.</p> <p>(8) The Registrar shall be the custodian of the records, the common seal and such other property of the University as the Management Council may, commit to his charge.</p> <p>(9) The Registrar shall conduct elections as per the programme approved by the Vice-Chancellor.</p> <p>(10) The Registrar shall prepare and update the Handbook of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees from time to time, and make them available to all the respective members of the authorities and officers of the university.</p> <p>(11) The Registrar shall receive complaints and suggestions in regard to the improvement of administration and consider them for appropriate action.</p> <p>(12) The Registrar shall exercise such other powers and perform such other duties as prescribed by or under the Act or assigned to him, from time to time, by the Vice-Chancellor.</p>
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5.	Director, (Board of College and University Development)	<p>Maharashtra University Act 1994, Section – 16, Sub section 1 to 3.</p> <p><b>16.</b> (1) The Director of the Board of College and University Development shall be nominated by the Vice-Chancellor, from amongst professors of the university, institutions, or departments or principals with fifteen years teaching experience. He shall be a full-time salaried officer .</p> <p>(2) The Directors shall be -</p> <p>(a) the principal academic planning and academic audit officer for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the university;</p> <p>(b) the Secretary of the Board of College and University Development and shall conduct academic audit of university departments or institutions, recognised institutions, post-graduate centres and affiliated colleges as the Board may direct and on receiving complaints suo-muto.</p> <p>(c) responsible for ensuring that the decisions of the Board for long-term and short-term development plans of the university and its colleges in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers;</p> <p>(d) the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the university and monitor their proper utilisation;</p> <p>(e) responsible for establishing liaison for fostering and promoting collaboration between the university, colleges and national and international institutions and scientific, industrial and commercial organisations;</p> <p>(f) responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes to the Vice-Chancellor who shall place the same before the Management Council.</p> <p>(3) The term of the Director shall be co-terminus with that of the Vice-Chancellor</p>
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		or till he attains the age of superannuation, which ever is earlier.
6.	<b>The Finance and Accounts Officer</b>	<p>Maharashtra University Act 1994, Section – 20, Sub section 1 to 5.</p> <p><b>20.</b> (1)(a) The Finance and Accounts Officer shall be the principal finance, accounts and audit officer of the university. He shall be full-time salaried officer and shall work directly under the control of the Vice-Chancellor;</p> <p>(b) The Finance and Accounts Officer shall be appointed by the Management Council either by nomination or by obtaining the services of a suitable officer on deputation from the Government of India or State Government .</p> <p>(c) The appointment of the Finance and Accounts Officer shall be for a term of five years if appointed by nomination and he shall be eligible for re-appointment for only one more term of five years.</p> <p>(2) The Finance and Accounts Officer shall be the Member-Secretary of the Finance and Accounts Committee. He shall have the right to be present, speak and otherwise take part in the proceedings of the Management Council on matters which have financial implications but shall not be entitled to vote.</p> <p>(3) The Finance and Accounts Officers maintain minutes of the meetings of Finance and Accounts Committee and the committees appointed by the Finance and Accounts Committee.</p> <p>(4) The Finance and Accounts Officer shall be responsible for presenting the annual budget, statement of accounts and audit reports, to the Finance and Accounts Committee and to the Management Council .</p> <p>(5) The duties of the Finance and Accounts Officer shall be to-</p> <p>(a) exercise general supervision over the funds of the university, and shall advise the Vice-Chancellor as regards the finances of the university ;</p> <p>(b) hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of</p>

		<p>the university ;</p> <p>(c) ensure that the limits fixed by the university for recurring and non recurring expenditure for a years are not exceeded, and that all allocations are expended for the purposes for which they are granted or allotted;</p> <p>(d) keep watch on the state of the case and bank balance and of investments;</p> <p>(e) keep watch on the progress of collection of revenue and advise the Vice-Chancellor on the methods to be employed for collection;</p> <p>(f) have the account of the university audited regularly;</p> <p>(g) ensure that the registers of buildings, land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable materials in all offices, conducted colleges, workshops and stores of the university is conducted regularly;</p> <p>(h) propose to the Vice-Chancellor that explanation be called for unauthorised expenditure or other financial irregularities from any academic member of university;</p> <p>(i) propose to the registrar that explanation be called from any non-academic member for unauthorised expenditure or irregularities in any particular case, and recommend disciplinary action against the persons at fault;</p> <p>(j) call for from any office, centre, laboratory, conducted colleges, department of the university or university institution, for any information and returns that he thinks necessary for the proper discharge of his financial responsibilities; and</p> <p>(k) exercise such other powers, perform such other duties, and discharge such other financial functions as are assigned to him by the Vice-Chancellor or are prescribed by the Ordinances.</p>
7.	<b>Controller of Examinations.</b>	<p>Maharashtra University Act 1994, Section – 18, Sub section 1 to 4.</p> <p><b>18.</b> (1)(a) Controller of Examinations shall be</p>

		<p>appointed by the Vice-Chancellor on the recommendations of a selection committee constituted for the purpose;</p> <p>Provided that, if the post has remained vacant for a period of six months from the date the post has fallen vacant, the State Government shall appoint, on deputation, a suitable person having prescribed qualifications, to perform the duties of the Controller of Examinations for a period of not more than one year at a time and for not more than three years in the aggregate or till the new Controller of Examinations is duly appointed by the Vice-Chancellor, whichever is earlier. :</p> <p>(b) the Controller of Examinations shall be the principal officer-in-charge of the conduct of examinations and tests of the university and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Board of Examinations. He shall be a full-time salaried officer of the university and shall work directly under the directions and control of the Vice-Chancellor ;</p> <p>(c) his appointment shall be for a term of five years, and he shall be eligible for re-appointment for only one more term of five years. The qualifications and experience for the purpose of selection of the Controller shall be such as may be prescribed.</p> <p>(2) The Controller shall be the Member-Secretary of the Board of Examinations and of the committees appointed by the board except the committees constituted under Section 32(5)(a) for appointment of paper-setters, examiners and moderators. He shall be responsible for prompt and proper implementation of their decisions.</p> <p>(3) Without prejudice to the generality of the provisions of sub-section (1)(b), the controller shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his responsibility, -</p> <p>(a) to prepare and announce in advance the calendar of examinations;</p>
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		<p>(b) to arrange for printing of question papers;</p> <p>(c) to arrange to get performance of the candidates at the examinations properly assessed, and process the results;</p> <p>(d) to arrange for the timely publication of results of examinations and other tests;</p> <p>(e) to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices;</p> <p>(f) to take disciplinary action where necessary against the candidates, papersetters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;</p> <p>(g) to review from time to time, the results of university examinations and forward reports thereon to the Academic Council.</p> <p>(4) The Controller shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.</p>
8.	<b>Librarian</b>	<p>Maharashtra University Act 1994, Section – 19, Sub section 1 to 6</p> <p><b>19.</b> (1) (a) Where, in a university, there is a department of library science, the head of that department, not below the rank of Reader, shall ex-officio, function as the Librarian,</p> <p>(b) Where, in a university, there is no department of library science, or where the head of the department is below the rank of reader, the Librarian shall be the principal officer of the university library. He shall be full-time salaried officer of the university. He shall work directly under the control of the Vice-Chancellor.</p> <p>(2) The Librarian shall be appointed by the Vice-Chancellor on the</p>

		<p>recommendation of a selection committee constituted for the purpose. His qualifications, emoluments, and terms and conditions of services shall be as recommended by the University Grants Commission and approved by the State Government.</p> <p>(3) When the office of the Librarian falls vacant, or when the Librarian is, by reason of illness or absence or any other cause unable to perform the duties of his office, such duties shall be performed for the time being, by such person as the Vice-Chancellor may appoint, for the purpose, for a period not exceeding six months or until a new Librarian is appointed, or the Librarian resumes his duties, whichever is earlier.</p> <p>(4) The Librarian shall be responsible for the development, modernisation, upkeep and management of the university Library or libraries and shall be responsible for maintaining the standards of teaching, research and professional skills in librarianship, in the university department of library science, if any, and offer his help and advice in this respect to the librarians or libraries of affiliated college or recognised institutions.</p> <p>(5) The Librarian shall be custodian of all books, periodicals, manuscripts, journals and library equipment, and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipments are not lost. He shall cause periodical verification of stock. He shall have the right to advise the university on all matters including those for mobilising additional resources to meet the development expenditure of the university library or libraries.</p> <p>(6) the Librarian shall be Member Secretary of the Library Committee and shall ensure proper implementation of the decisions taken by the Library Committee</p>
9.	<b>Director of Students. Welfare</b>	Maharashtra University Act 1994, Section – 21, Sub section 1 to 2

		<p><b>21.</b> (1) The Director of Students. Welfare shall be nominated by the Vice-Chancellor, from amongst the teachers. The emoluments, terms and conditions of service and powers and duties shall be as prescribed by the Ordinances. He shall work directly under the control of the Vice-Chancellor.</p> <p>(2) The Director shall hold office for a term of two years and shall be eligible for re-appointment.</p>
10.	<p><b>Director of Adult and Continuing Education and Extension Services.</b></p>	<p>Maharashtra University Act 1994, Section – 22, Sub section 1 to 4</p> <p><b>22.</b> (1) The Director of Adult and Continuing Education and Extension Services shall be a full time salaried academic officer and shall be appointed by the Vice-Chancellor on the recommendation of a selection committee, consisting of --</p> <p>(a) the Vice-Chancellor . Chairman;</p> <p>(b) two experts in the field, nominated by the Management Council;</p> <p>(c) two nominees of the Board of Adult and Continuing Education and Extension Services.</p> <p>(2) The emoluments and terms and conditions of service of the Director shall be prescribed by the Ordinances.</p> <p>(3) The Director shall be the Member-Secretary of the Board of Adult and Continuing Education and Extension Services and shall be responsible for organising and co-ordinating the adult education, continuing education and extension programmes of the university under the overall guidance and advise of the Board. He shall prepare annual report of the adult and continuing education programmes and extension service of the university for the approval of the Board and for submission to the Management Council.</p> <p>(4) The Director of Adult and Continuing Education and Extension Services shall work directly under the control of Vice-Chancellor.</p>

11.	<b>Dy.Registrar/ Dy.Registrar (F &amp; A) / Chief Accountant</b>	<p>1. The Deputy Registrar incharge of Section/Unit /Department, shall be personally responsible for the smooth conduct and working of his section, for the allotment of work to the Assistant Registrar, Superintendent/Head-Clerk. etc. who shall be directly responsible to him.</p> <p>2. He shall convene regular meetings of the officers and/or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports/worksheets from the officers and guide the officers and/or staff to ensure that the job assigned to each of them 9 is understood by them and to see that they conduct the business without any difficulties.</p> <p>3. He shall issue Warnings and reprimend to earing employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointments etc.</p> <p>4. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and taken such action as he may deem fit in case of habitual latecomers or those who habitually are main absent by issuing earnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.</p> <p>5. He shall have to maintain and review the annual confidential reports of the</p>
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		<p>officers and employees directly working under him, review the confidential/assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his recommendations. He shall also be responsible for submission of accounts of money his section spends. He shall submit periodical returns and reports, and must prepare budget for his section every year and place it for the approval of the appropriate authority.</p> <p>6. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government. U.G.C., Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his section to entertain the complaints, if any, against the staff working under him.</p> <p>7. He shall carry out his duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.</p> <p>8. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, deeds etc.</p>
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		<p>concerning his section.</p> <p>9. Deputy Registrar must personally look into the court cases concerning his section and must take steps to deal with the legal matters of his section adequately. He must keep the Registrar informed about the cases and obtain his orders wherever necessary.</p> <p>10. Any other work assigned to him by the officers of the University from time to time.</p>
12.	<p><b>Dy. Registrar (Public Relation)</b></p>	<p>1. Dy. Registrar ( Public Relations ) shall be under the direct control of the Registrar and shall assist the Registrar in the matter as per needs.</p> <p>2. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to accordinate the provision of media for communication purposes, publicising of social events, academic achievements of the University as concurred by the Registrar.</p> <p>3. He shall have to maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission rules.</p> <p>4. He shall have to forward information about the views and reaction of the community on the various University decisions, feed back to review its existing programme and plan for the future. He should keep liaison in institutions of academic/research Govt. research and development organisations or similar institution and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.</p>

		<p>5. He shall have acquaintance with printing techniques.</p> <p>6. He shall assist the Vice Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice-Chancellor/Executive Council.</p> <p>7. The Dy. Registrar ( Public Relations ) shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.</p>
13.	<b>University Engineer</b>	<p>1. The University Engineer shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.</p> <p>2. The University Engineer shall assist the Registrar/Deputy Registrar and shall be under the control of the Registrar</p> <p>3. In exercise of his powers as University Engineer, he shall be responsible for the entire construction work of the University building.</p> <p>4. He shall assist the Registrar or any other officer responsible for calling Building Committee meeting and meetings related to the Committee and preparing minutes of the same.</p> <p>5. He shall be responsible for the entire maintenance of the university buildings, calling quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.</p> <p>6. He shall be responsible for the work for which payment is made on his recommendation. He should submit the account of projects undertaken</p> <p>11</p> <p>for storing the material and for the upkeep of stores/University Buildings etc.</p>

		<p>7. He should inspect all the buildings periodically and submit his report to the Registrar/Vice Chancellor regarding state of building state of buildings repairs, modifications, water proofing/electrical fittings and fixtures and shall supervise construction/repair work as and when undertaken.</p> <p>8. He will have all powers duties and responsibilities as the Deputy Registrar stated above of respect of the staff working under him.</p>
14.	<b>Asst. Registrar/ Asst. Registrar (F &amp; A)</b>	<p>The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned section where the Assistant Registrar is working as a Head of the Section and he shall have the powers and responsibilities analogues to the powers assigned to the Deputy Registrar above.</p> <p>2. He shall be incharge of the units/sections and shall be responsible for their normal and smooth working.</p> <p>3. He shall look after day-to-day work of the Section/Unit of which he is incharge as per the instructions from the higher authorities from time to time.</p> <p>4. He shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.</p> <p>5. He shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned</p>

		<p>where the norms are not laid down.</p> <p>6. He shall ensure and maintain proper co-ordination and follow up with other Department/Unit/Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.</p> <p>7. He shall be responsible for smooth and efficient running/working of the section/unit/department and timely disposal of cases letters, bills, reports, returns etc. and decide and maintain proper filling procedure.</p> <p>8. He shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.</p> <p>9. He shall deal with non-routine cases referred to him by the supervisory staff working in his section/unit/department. He shall call meetings of his staff periodically and also train the members of his department and provide guidance to all.</p> <p>10. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Executive Council/Academic Council or for other authorities/bodies of the University.</p> <p>11. He shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.</p> <p>12. He shall exercise constant vigilance, which is sine/quanon of speedy and qualitative disposal of work, safty of the</p>
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		<p>record, regular and orderly behaviors of the staff.</p> <p>13. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning, in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.</p> <p>14. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.</p> <p>15. He shall hold meeting every fortnight with Superintendent / Head Clerk to discuss the arrears of work, procedural knot-point and other problems, which create bottlenecks in the quick disposal of cases of his Unit/Department.</p> <p>16. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievements of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would look after the welfare of the employees working under him.</p> <p>17. Any other work assigned to him from time to time.</p>
15.	<b>Security Officer</b>	<p>The Security Officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the University Campus, and of its movable immovable property.</p>

		<p>He shall be responsible in respect of -\</p> <ol style="list-style-type: none"> <li>1. All routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to taken the, disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.</li> <li>2. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.</li> <li>3. He shall be personally responsible for the safety of the staff/officers etc. and for the security of the University property. It shall be the duty of the Security Officer to see that no encroachment on the University 15 property/Campus and Buildings taken place and that no unauthorised persons are allowed to enter the premises of the University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to taken help of the police.</li> </ol>
16.	<b>Superintendent</b>	<ol style="list-style-type: none"> <li>1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.</li> <li>2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.</li> <li>3. To mark and to distribute the letters in the</li> </ol>

		<p>name of dealing assistants.</p> <p>4. To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./Officer of the Director of Education/Universities etc.</p> <p>5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and given interim replies.</p> <p>6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.</p> <p>7. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestion, if any, and submit the same to the Assistant Registrar and/or/Deputy Registrar, as the case may be.</p> <p>8. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.</p> <p>9. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.</p> <p>10. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts</p>
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		<p>or bills lying undisposed off.</p> <p>11. To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.</p> <p>12. To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.</p>
17.	<b>Dy. Accountant</b>	<p>1. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.</p> <p>2. To attend to correspondence/with State/Central Government/U.G.C. and other higher authorities with the assistance of the Assistant Accountant.</p> <p>3. To ensure proper attendance of staff working under him.</p> <p>4. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.</p> <p>5. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.</p> <p>6. To recover grants due to the University from the outside bodies including State and Central Government.</p> <p>7. To report to the Assistant Registrar (Finance and Accounts)/ Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the department/Sections which are attached to him.</p> <p>8. To attend to such other works assigned to him with the approval of the Finance Officer.</p>

18.	<b>Head Clerk</b>	<ol style="list-style-type: none"> <li>1. To exercise, check and to follow up the incoming letters received from the University Department/Colleges/Students etc.</li> <li>2. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.</li> <li>3. To submit notes/drafts for approval of the officers through the Superintendent.</li> <li>4. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.</li> <li>5. To ensure the prompt dispatch of letters.</li> <li>6. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.</li> <li>7. To scrutinise notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar.</li> <li>8. To maintain calendar of periodical returns for incoming and outgoing, separately.</li> <li>9. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.</li> </ol>
19.	<b>Assistant Accountant</b>	<ol style="list-style-type: none"> <li>1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.</li> <li>2. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.</li> <li>3. To maintain books of accounts, payment</li> </ol>

		<p>register and funds entrusted to him.</p> <p>4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.</p> <p>5. To attend to routine correspondence with Banks and other Departments.</p> <p>6. To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.</p> <p>7. To attend to such other work as may be assigned to him with the approval of the Deputy Registrar (Finance and Accounts), from time to time.</p>
20.	<b>Senior Clerk/ Junior Clerk</b>	<p>1. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through P. A's Stenographers/Secretaries.</p> <p>2. To acknowledge letters received.</p> <p>3. To submit dak to the Section Officers/Assistant Section Officers daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.</p> <p>4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.</p> <p>5. To send relevant extracts or any part of a receipt, through Section Officers/Assistant Registrar/Superintendent to the Section, branch concerned for remarks and/or necessary action.</p> <p>6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.</p>

		<p>7. To maintain different registers, forms etc.</p> <p>8. To keep a notebook to watch timely disposal of urgent papers.</p> <p>9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.</p> <p>10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.</p> <p>11. To prepare routine letters/replies for approval where noting is not required issue reminders.</p> <p>12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers.</p> <p>13. To prepare monthly arrears report and submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.</p> <p>14. Any other work assigned from time to time, with the approval of the Assistant Registrar.</p>
21.	<b>Accounts Clerk</b>	<p>1. To write various books of accounts such as ledger salary register, income tax register.</p> <p>2. To ensure filing of vouchers and papers.</p> <p>3. To prepare bills for payment.</p> <p>4. To prepare various returns.</p> <p>5. To report to the Assistant Accountant/Deputy Accountant about any mistakes noticed by him in books of accounts.</p> <p>6. To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.</p>

